

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

March 11, 2020

MINUTES

1. CALL TO ORDER

President Pigoni called the meeting to order at 7:02 pm.

President Pigoni noted that Item 7A, New Business was removed from the agenda and will be addressed at the next board meeting.

Manager Smith addressed the board regarding Trustee Davis' absence explaining that she had an unfortunate accident while attending the Vector Control Joint Powers Association (VCJPA) conference and is currently at home recuperating.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present:

Ackerman, Bruce	Khush, Ranjiv
Bloom, Gail	McCaffery, Shaun
Deicke, Art	Rowland Jr., Herb
Ettlin, Julia	Schulze, Ed
Gallian, Laurie	Snyder, Richard
Glass, Una <i>arrived at 7:08</i>	Thompson, Michael
Hootkins, Susan	Pigoni, Carol

Members absent:

Davis, Tamara
Harlem, Pamela
Naythons, Matthew
Witt, David

Open seats: Corte Madera, Cotati, one Marin County at Large, Ross, one Sonoma County at Large and Tiburon

Others present:

Phil Smith, District Manager
Erik Hawk, Assistant Manager
Dawn Williams, Confidential Administrative Assistant
Janet Coleson, General Counsel

A quorum was present, and due notice had been published.

4. APPOINTMENT OF NEW TRUSTEE

Julia Ettlin worked for the Town of Windsor Public Works in the Operations Division for 25 years. She is a native to Novato but has lived in Windsor for 22 years. She looks forward to bringing some of her own perspective to the board.

5. PUBLIC TIME

No public comment.

6. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B. MINUTES – Minutes of the Board Meeting held January 15, 2020.

C. FINANCIAL

Warrants – January 2020

January Payroll: \$181,396.25

January Expenditures: \$278,731.73

Total: \$460,127.98

D. FINANCIAL

Warrants – February 2020

February Payroll: \$180,151.10

February Expenditures: \$340,966.43

Total: \$521,117.53

E. ENDING ACCOUNT BALANCES:

Operating Fund: \$10,571,576.38

It was M/S Trustee McCaffery/Trustee Gallian to accept the Consent Calendar with the change of removing Item A under New Business to be addressed at the next board meeting:

Motion passed with:

Ayes: Trustee Ackerman, Trustee Bloom, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee Pioni

No: (none)

Abstain: (none)

Absent: Trustee Davis, Trustee Glass, Trustee Harlem, Trustee Naythons and Trustee Witt

7. NEW BUSINESS

A. Brief Reports by Trustees and Staff who attended the 2020 Mosquito Vector Control Association of California (MVCAC) Annual Conference
Item was removed from the agenda to be addressed at the next board meeting.

B. Report on the VCJPA 2020 Annual Workshop and Conference

Manager Smith added that in addition to his written report the VCJPA is in solid shape financially and organizationally. Although, we are likely to see some increases in premiums between five to ten percent next year due to various types of losses caused by hurricanes and wildfires in different sectors. The District's Target Fund Balance as a prudent member is above the minimum balance of what JPA staff recommend. The workshop was very informative, training attendees on leadership verses management and what it takes to develop balance leaders in organizations.

C. Report and Recommendations by Municipal Resource Group (MRG)

Mike Oliver, Mike Bakaldin and Dana Shigley with MRG gave a PowerPoint presentation on the District's Capital Asset Replacement program update and Target Fund Balance analysis.

After reviewing the Capital Asset and Replacement program that was created by MRG back in 2016 and with District staff's input, the asset list was modified to only include assets more than \$5000. The assets that were removed and totaled between \$500 and \$4,999 were incorporated in a separate analysis that annualizes the projected increase in operating costs for inclusion in the District's budget. In addition, MRG developed several funding options for the Capital Replacement Program that would add predictability to the replacement plan and adequate funds to ensure sustainability.

When MRG conducted the analysis of the Target Fund Balance Policy their recommendations were based on providing the District with a prudent level of financial security while enhancing its utilization of current reserves. These recommendations are designed to reduce the District's unfunded liabilities, preserve adequate reserves, improve yearly cash flow and help protect annual budgets from future economic downturns. *(Complete report was included in the March 11, 2020 board packet)*

It was M/S Trustee Snyder/Trustee Gallian to authorize staff to work with an Actuarial service and any other sources in order to determine recommendations and sub-recommendations in order to prepare a resolution for the board. In addition, prepare a draft budget showing a projection of one or two years illustrating the effects and to also incorporate the projections in the NBS longer term forecast:

Motion passed with:

***Ayes:** Trustee Ackerman, Trustee Bloom, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Glass, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Davis, Trustee Harlem, Trustee Naythons and Trustee Witt*

D. Development of Unmanned Aerial Systems Program

Manager Smith explained that staff has been closely following other districts who have already established the UAS program. Staff are currently working on the initial stages of developing a program such as passing the Federal Aviation Administration's Part 107 Remote Pilot Certification, applying for a Certificate of Waiver/Authorization from the FAA after the purchase of at least one UAS (drone), will invest in hands-on flight training and will propose various policies pertaining to the UAS privacy policy governing the use of imagery. Looking forward, UAS will be beneficial in mosquito surveillance and control operations where conducting small-scale aerial treatments that typically necessitate all-terrain vehicles or a manned helicopter can be minimized. The District is looking at purchasing a less expensive unit such as the DJI Phantom 4 for evaluation and training purposes. Assistant Manager Hawk added that it is refreshing to see other districts lead the charge on this program allowing us the opportunity to learn from them.

**E. Closed Session pursuant to California Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS**

District Representatives: Kelly Tuffo, Liebert Cassidy Whitmore
Philip Smith
Erik Hawk

Employee Organization: Western Council of Engineers

F. Reconvene to Open Session. Report from closed session (if any)

This item was moved to be discussed after Committee and Staff Reports, Item 8.

8. COMMITTEE & STAFF REPORTS

A. Executive Committee

President Pigoni stated they met jointly with the Budget Committee on February 26 where they viewed the earlier version of the presentation given by MRG. The consensus was to have the data be monitored and the changes that had been requested by the committee be incorporated in the current report presented this evening. Staff briefly reported about the current fiscal year financial performance which is closely tracking the amended budget and considered for the proposed timeline of the 2020/21 budget. The draft 2020/21 budget should be ready for the May 13 board meeting. The Executive Committee also discussed with staff regarding the progress being made on various projects. The landscaping project is currently making headway, the proposal to shorten the board minutes to action only minutes has now been referred to the Policy Committee for review and to be written into a policy and plans for the new storage shed facility is underway but delayed due to structural design calculations. The new temporary receptionist is coming on board next week, an offer to the new Education Program Specialist will be presented next week as well and recruitments are currently underway for

operations and laboratory seasonal staff. A new Field Supervisor and Field Technician will be recruited soon. There is additional seating and or space planning in the preliminary stages of design due to staff meeting full capacity at the District. Progress is being made on updating the District Employee Policy Manual and will shortly be under discussion with the Employee Union. Lastly, there is discussion in creating a District Operations Policy Manual where policies that do not fit in the Board or Employee Policy Manuals would better be suited.

B. Budget Committee

Trustee Bloom stated that she was impressed with MRG's presentation and how well they weaved together a lot of the underlying questions. Ms. Bloom also queried as to what the advantage of paying the lump sum in one-year verses spreading it out over a two-year time period.

Taken out of sequence

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Philip Smith
Erik Hawk

Employee Organization: Western Council of Engineers

F. Reconvene to Open Session. Report from closed session (if any)

President Pigoni reported that direction had been given to the District's labor negotiators.

9. MANAGER'S REPORT

Manager Smith added in addition to the written report the American Mosquito Control Association (AMCA) annual conference set for March 16 – 20 in Portland, Oregon was recently canceled due to the Coronavirus. The District will be absorbing the cost difference for canceling flights and will be awaiting if and when refunds will be provided for the cost of the conference. The Mosquito Vector Control Association of California (MVCAC) annual conference will be held in Monterey next year in late January for those who want to plan ahead and are interested in attending. (*Manager and Assistant Manager's reports were included in the March Board packet*)

9. WRITTEN COMMUNICATIONS

No written communications.

10. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Snyder requested that an amendment be made to our by-laws to allow for telephone conferencing or to possibly upgrade our system capabilities to allow for video conferencing at meetings in case board members are unable to attend due to being quarantined because of the Coronavirus that is now declared a world pandemic. Manager Smith responded that he is currently looking into this with General Counsel. Mr. Smith explained that there are teleconferencing rules under the Brown Act with the premises to get people to attend open public meeting but will advise the board further when he finds out more.

Trustee Gallian pointed out that her name was noted as absent on a few of the motions on the January minutes that was just passed and asked for the corrections to be made.

Trustee Khush noted that he made his annual appearance at the San Anselmo Town Council meeting to give an update on the District’s activities. He stated they have two new Council members and that the Town Council were pleased to hear the District is not going forward with a benefit assessment this year.

11. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Schulze/Trustee Snyder to adjourn the meeting at 9:43 pm with the next meeting to be held on March 11, 2020.

DocuSigned by:
P.D. Smith
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District Representative

5/18/2020

Date of Approval

DocuSigned by:
Richard Snyder
ABF3075DA05241D...

Trustee
MSMVCD Board of Trustees

5/18/2020

Date of Approval